

Guidance with regard to Contribution and Conclusions of the LX COSAC

A draft version of the Contribution and a draft version of the Conclusions to be adopted at the LX COSAC have been distributed to the delegations. Based on best practices and previous experience during recent COSAC meetings, the Presidency Parliament would like to inform delegations about the procedure followed for the upcoming COSAC plenary in order to facilitate the process of adopting the Contribution and the Conclusions. This procedure is in line with the Rules of Procedure (Rule 7 and 10 respectively) of COSAC.

Procedure for the adoption of the Contribution and the Conclusions

The procedure for the adoption of the Contribution and the Conclusions in Vienna is as follows:

- Kindly find a draft version of the Contribution and a draft version of the Conclusions attached to the email sent to the delegations.
- Delegations may submit written amendments in English and/or French to these documents and send them to the Presidency using the email address amendments-cosac@parlament.gv.at, with a copy to the COSAC Secretariat at secretariat@cosac.eu. Please refer to the formatting instructions below to format any amendments.
- The deadline for submitting amendments is **13 November 2018, 12.00 h.**
- All amendments, received before the deadline, will be made available at the beginning of the conference in English and French.
- The Troika, during its meeting on **18 November**, will discuss the draft compromise texts prepared by the Presidency, taking into account the amendments received.
- The Troika draft compromise texts, as well as any amendments received after the deadline, will be circulated in English and French after the Troika meeting.
- **Delegations may submit written amendments to the compromise draft texts until Monday 19 November, 12.00 h. In case a delegation does not agree with the compromise text proposed by the Troika and wishes to resubmit its**

amendment(s) in their original version, the delegation is asked to resubmit such amendment again following the above-mentioned procedure. For those parts of the Troika draft compromise texts where the amendments are not resubmitted, it is considered that consensus is reached.

- The compromise texts and any new amendments will be discussed during the meeting of the Chairpersons on **Monday 19 November 2018** from 16.00 until 17.30 h. **The discussion and voting will be conducted only concerning the points where amendments to the Troika compromise texts have been resubmitted.** Oral amendments proposed during the discussion may be taken into consideration and put to a vote at the discretion of the Presidency, if it is deemed that they facilitate reaching the broadest compromise possible.
- The final compromise texts, as agreed at the meeting of the Chairpersons, will be distributed to all participants and tabled to the plenary for adoption on **Tuesday 20 November** at noon according to Rule 7.5 of the Rules of Procedure. The full texts will be adopted in one decision.

Formatting instructions for amendments

- Delegations are asked to submit their amendments in the form of a Word document. Please, use **Arial 11 font with 1.5 line-spacing**. A short explanation on the proposed amendments would be appreciated. The document should contain only those paragraphs for which amendments are requested. The paragraphs containing changes should be quoted in full, including the original number of the paragraph.
- Additions to the original text should be marked in bold and italics (e.g. ***bold and italics***). Deletions should be marked in strikethrough, bold and italics (e.g. ~~***strikethrough, bold and italics***~~).
- New paragraphs should be numbered according to the proposed position in the text. For example, a new paragraph that is intended to be placed between the original paragraphs 3 and 4 should be numbered 3.a. In case other paragraphs should be inserted in the same position, they are to be numbered 3.b, 3.c etc.